***St Joseph’s Primary School***



***Staff Meetings & Communication***

Staff Meetings will continue to take place on:

Tuesday afternoon commencing at 3:40pm SHARP

Wednesday morning at 8:30am SHARP

However, the content and order will change.

The Tuesday afternoon meeting will follow a fortnightly cycle.

Even weeks will be structured as follows:

Prayer

Professional Reading (See Roster)

Learning Stories (See Roster)

Set Agenda to begin at 4:40pm

(OHS, Behaviour Management/ Restorative Practices, Playground, Student of the Week Pastoral Care)

Meeting close 5:00pm

Odd weeks will follow this structure

Prayer

LTLL Focus

Set Agenda to begin at 4:40pm

(OHS, Behaviour Management/ Restorative Practices, Playground, Student of the Week Pastoral Care)

Meeting close 5:00pm

Wednesday Meeting:

General Business

REC, ICTT, LST

Principal

Principal, Executive Staff MEMOS:

This form of communication will be used to share information or organisation that doesn’t need discussion.

Staff will need to regular check E-mails (daily habit)